

WORLD of FOOD @32nd CAMBRIDGE RIVER FESTIVAL

Saturday, June 4, 2011

About the Cambridge River Festival

The Cambridge River Festival is an annual celebration of arts, food and culture along the Charles River, attended by over 150,000 people. The event features staged and roaming performances, family entertainment, art-making activities, food, and fine crafts.

The World of Food is one of the most popular attractions at the festival. It features international cuisines, healthy choices, and festival favorites. We prefer vendors who sell just a few items, arranged to be served quickly and efficiently. If multiple vendors want to sell the same food items, we will work to minimize duplication or decline applications that offer the same foods.

To Apply

- Complete the enclosed application with a list of all foods and beverages with their prices, indicate all equipment and fuels you will use, including any vehicle you plan to use on site.
- Fill out the "Temporary Food Service Application" form from the City of Cambridge Inspectional Services. Complete each space marked with a star (*).
- Include a **certified check or money order payable to Cambridge Arts Council**. Print your name on the check. We do not accept cash, personal or business checks.

In addition to the application form, please find the following documents enclosed:

- ✓ **Fire and safety regulations**
- ✓ **Recycling Guidelines**
- ✓ **Food Service & Vending Regulations**
- ✓ **Inspectional Services Temporary Food Service Application** – Fill out and return with application & site fee.

Mark sure to read all of the above documents carefully; by signing the below application you will be bound to uphold the rules and regulations standards address there in. Contact us immediately if you did not receive any of these forms. A Setup schedule, parking pass for one vehicle, site map and directions will be provided in a final confirmation letter sent to you via regular mail in late May.

Application Deadline

The deadline for applications is **May 13, 2011**. Applications will be accepted on a first-come, first-serve basis. You will receive a response within two weeks of submission. **Apply by March 31st for Early Bird Discounts!**

Applications received after May 13th will be considered only at the discretion of festival staff and only if space is still available. Apply early for your best chance of getting accepted. We will not cash your Certified Check or Money Order unless your application is accepted. If we decline your application, your fee will be returned.

Incomplete applications, **including those without checks or the Inspectional Services Temporary Food Service Application form**, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase food for the event until you receive our confirmation letter.

Cancellations and Refunds

All cancellation requests must be made in writing. Additionally, a call or email would be appreciated. Cancellations **received** by April 15, 2011 will be refunded in full. Requests **received** by May 1, 2011 will be refunded the amount paid minus a 20% cancellation fee. **No refunds will be issued after May 13, 2011**. Refunds will not be given to those who fail any Cambridge Fire Department or Health Inspection on site or to those in violation of the rules and who are asked not to operate. This is a Rain or Shine event; refunds will not be made due to weather. We encourage vendors to plan for sun or rain protection. There is no rain date.

Site Information

Vendor sites are pre-assigned. The site size listed is the length of each site; sites are 10' deep (except for trucks). Fees are listed on the application; the price includes all city fees.

Premium food vending sites are located between DeWolfe and Flagg Streets on Memorial Drive; they cost more, but offer the best exposure to festival attendees.

Standard food vending sites are located on Memorial drive between Flagg Street and Akron Street, or on Flagg Street near Memorial Drive.

The DeWolfe snack area provides a space for vendors selling desserts, beverages, and snacks only. See the **'Vehicles'** section below.

Qualified non-profit organizations such as churches and community groups, where all proceeds from food sales go directly to the organization, may reserve a standard site for a reduced fee. You must provide your Federal tax-exempt ID number to qualify.

Vendors provide their own **tables, tents, booths, trash cans and bags**. We provide curbside trash pickup at the end of the festival day. Access to electricity is **not available**.

Ice will be sold by a commercial ice vendor (about \$8 per 40 lb. bag), with two deliveries during the day. Water will be available from a spigot for cleanup only.

It is the responsibility of the Vendor to notify the Vendor Coordinator if you have not received confirmation and load in/out instruction within 2 weeks before the festival.

Vehicles

We provide **one parking space** per vendor. We recommend that you bring at least two crew members for set up – one to stay with your items and the other to move your vehicle as you will need to unload and then move the vehicle to an assigned off-site parking location, a map to which will be provided with final confirmation. Shuttle vans from the parking lot are provided.

We allow a limited number of vehicles by prior arrangement in the DeWolfe Street snack area, for desserts and beverages only. Vehicles must be listed on the application and accepted by the vendor coordinator.

Generators

Diesel-fuel generators may be used if listed on the application and if they pass inspections by the Cambridge Fire Department on the day of the event. They should be reasonably quiet generators. We reserve the right to refuse the use of generators that are too loud. Gasoline generators are not allowed.

Rules

- Vendors may sell only the items listed on their application.
- All fuels, cooking and serving equipment must be listed on the application.
- Vehicles to be used in the selling area must be listed on the application along with accurate length in feet.
- The sale of any item or use of any fuel, equipment, or vehicle not listed on this application will be considered a violation and will result in the closing of your sales booth with no refund.
- We do not allow vendors to play music during the event; we do not allow hawkers promoting booths.
- Cambridge Health Code and Fire Department regulations apply to all food sales at this event. For questions on these regulations, please call 617-349-6100.
- Vendors are responsible for total cleanup of their site. **Sites MUST be cleared by 8:00pm** (two hours after the end of the festival). All cooking oil and grease must be removed from the premises by the vendor; **no dumping is allowed**. All other trash can be left in strong trash bags at curbside for pickup after the festival. Vendors who are not cleared by 8pm, are uncooperative, leave a mess, or violate the rules will not be welcome at future events.
- IMPORTANT: The Cambridge Arts Council provides **free lunch vouchers** to a limited number of festival staff and volunteers. You will be expected to **accept up to 10 (ten) vouchers** from festival staff. You will not be reimbursed for these vouchers; they are considered part of the fee for participation. Should you decline vouchers you will be asked to present the 10 you have already honored so keep vouchers on hand until the end of the event.

Contact Information

Contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice.

Phone: 617-349-4387 Email: CRF_Vendors@cambridgema.gov Please allow up to a full week for a response.

Complete the application and join us on Saturday, June 4th, 2011 ~ 12Noon-6:00pm!!

Cambridge Arts Council ~ Nurturing the Arts in Cambridge

Updated 1-31-11

World of Food ~ 32nd Cambridge River Festival ~ June 4, 2011

Vendor Application

Please type or print

Contact Name: _____

Business Name _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone: (____) _____ Best Time _____

Evening Phone: (____) _____ Best Time _____

E-mail address: _____

Check the type of site you are applying for:

Standard Site: __ 12' (\$205) __ 18' (\$300) __ 24' (\$375)

Premium Site: __ 12' (\$300) __ 18' (\$425) __ 24' (\$550)

Nonprofit Site: __ 12' (\$115) Tax-exempt ID (also attached Tax Exempt Letter): _____

Trucks/Trailers: __ up to 18' (\$450) For carts, trucks & trailers over 18' or special site requests call 617-349-4387

\$25.00 discount for applications completed & received before MARCH 31, 2011.

Indicate all equipment & fuels that you will use on site. All fuels and equipment must be declared here or arranged in advance with the Vendor Coordinator. You will not be allowed to use any products other than those listed:

__ charcoal __ propane __ sterno __ diesel generator __ grill __ wok __ deep fryer

__ steam table __ snack cart(s) - how many _____ length _____ __ other _____

If you plan to use a vehicle on premises for selling (DeWolfe snack area only), how long is it in feet?

Please measure - _____ ft

Short description of what you sell: (type of cuisine, etc). _____

List all items you will sell, along with a price, on the lines below, or on a separate sheet of paper.

Description	Price	Description	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and agree to comply with all rules and requirements stated in the application. I have enclosed a **certified check** or **money order** for the site fee, payable to **Cambridge Arts Council**. I understand that this check will be returned to me if my application is not accepted. I understand that if I fail any City of Cambridge health or fire inspection I may not be able to operate and I will not qualify for a refund. I will accept up to 10 food vouchers provided to festival staff and volunteers.

Signature _____ Date _____

Mail Completed Application to: World of Food ~ Cambridge Arts Council ~ 344 Broadway, 2nd fl ~ Cambridge, MA 02139

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Updated 1-31-11